

ST. PATRICK'S PARISH COUNCIL MINUTES

April 19, 2018

Members Present: Father Luke, Jack Parisi, Mardia Bishop, Mary Hittmeier, Kathy Cimakasky, Rachael McMillan, Lynn Black, Gary Wszalek

Members Absent: Bruce Rogers, Stephanie Daniels, Janet Althausser, Jean Mboma

Recorder: Mary Hittmeier

The Parish Council from St. Patrick's met in church for prayer and then in the classroom for the Council meeting. Kathy Cimakasky called the Parish Council meeting to order at 6:45 PM.

The minutes from March 23, 2018 were approved with revisions.

New Business

Schedule for completing Mission Statement: A retreat with council members and staff will be held on Saturday, May 19, at St. Pat's. The retreat will be led by parishioner Jenn LaMontagne, who will help members generate a mission statement.

New associate parish council board? Kathy Cimakasky introduced the idea for another type of parish representative board that could be charged with specific tasks and serve as an additional sounding board. This could encourage the participation of younger parishioners because it would not be as time-intensive as parish council participation. The council will discuss this at a later meeting.

Old Business

Parish Council Mission Prep Questions: Fr. Luke led a discussion on members' responses to the mission prep questions he gave us in a past meeting. The questions addressed this evening were: How do we relate to people? What is our face inside and parish and outside of the parish? What is our perspective St. Pat's and what do we think people outside of St. Pat's think of us? How do we know we are successful? What does success mean to us? How do we measure success? Who are we at our core? How do we want to be known?

Parish Council Review of Parish Groups: Only 29 groups have been submitted so far. Kathy asked council members to complete the google docs' entries.

Family Room Report from April 14 and 15: There were only a few comments after Masses and several notes in the suggestion box. Common topics were music, the purchasing of a rectory, and praise for St. Pat's. Mardia, Gary, and Fr. Luke will draft responses.

Parish Council Recruitment: Announcements were placed in the bulletin and In Focus regarding the delay in recruiting new members in order to finish current business. New members will be recruited later in the summer.

Meeting adjourned at 8:15.

Next Meeting: Executive Council May 8, 2018
Parish Council, May 19, 2018, (mission statement retreat from 9-2 replaces May parish council meeting)
Prayer Leader: Kathy Cimakasky

ST. PATRICK'S PARISH COUNCIL MINUTES

March 25, 2018

Members Present: Father Luke, Jack Parisi, Mardia Bishop, Mary Hittmeier, Stephanie Daniels, Janet Althaus, Kathy Cimasky, Rachael McMillan, Lynn Black

Members Absent: Bruce Rogers, Gary Wszalek

Recorder: Morene Christman

The Parish Council from St. Patrick's met in the Sanctuary for the Stations of the Cross and then in the classroom for the Council meeting. Kathy Cimasky called the Parish Council meeting to order.

The minutes from Feb. 15, 2018 were approved with revisions.

New Business

Parish Council Mission Statement: Father Luke surveyed the Council with questions in preparation for revising the Parish mission statement. Ministry leaders all agreed evangelization was important, but Catholics do not have a clear definition of evangelization.

- 1) What makes St. Patrick's unique? Diversity (40 nationalities, variety of economic and educational levels, disabilities/abilities, different political and theological backgrounds), only youth group in town, talented youth orchestra, parishioners and singers, unique ministries
- 2) What ways is the Parish part of a greater whole? Support the Diocesan programs like ADA; Mass is said according to the Diocesan rules; information is shared in the Bulletin
- 3) Who are we serving? Primarily ourselves, but also the greater community through Parish Nurses program, Women of St. Patrick's (men's shelter collections), mission trip services, Cellar to Garret, St. Vincent de Paul (Thanksgiving baskets), Hospital/Nursing Home Outreach, Meals on Wheels, Youth Orchestra, Knights of Columbus (assists Empty Tomb), The Bridge (helps people find employment)
- 4) Who is our competition? Faith United Methodist Church (youth program and music program), New Horizon (assists men's shelter), Vineyard (welcoming Sunday experience), Stone Creek (theatrical music program), First Christian (playground), Grace United Methodist (agriculture program), church on Duncan/Old Church Rd (youth program)
- 5) How are peer churches relevant? They have identified what they are good at and made that their focus. Some have a different preaching style and ritual approach. Some are better at marketing themselves. Some sponsor whole community event. Accessibility, fewer rules, and difference in definition of morality make them more appealing.

Old Business

Family Room Report: Additional day for confession was requested. Finding Father Luke a home was encouraged. A truck was offered to the Parish. Questions were asked regarding Parish Council selection. Mardia Bishop will put information in the Bulletin.

Parish Survey Results: Mardia Bishop will put a summary in the Parish Bulletin.

Parish Council Selection: There was discussion re: recommitment by some Council members, recruiting for new members/replacements and notifying the congregation.

Next Meeting: Executive Council April 10, 2018
Parish Council April 19, 2018
Prayer Leader: Jack Parisi

ST. PATRICK'S PARISH COUNCIL MINUTES
Feb 15, 2018

Members Present: Father Luke, Lynn Black, Mardia Bishop, Mary Hittmeier, Jack Parisi, Bruce Rogers, Janet Althausser, Stephanie Daniels, Luis Cuza, Gary Wszalek, Kathy Cimaskasky

Members Absent: Rachael McMillan, Jean Mboma

Recorder: Morene Christman

The Parish Council from St. Patrick's met in the Sanctuary for prayer led by Lynn Black and then in the St. Mark's classroom for the Council meeting. Kathy Cimaskasky called the Parish Council meeting to order.

The minutes from January 18, 2018 were approved with revisions.

New Business:

1. Memorial for Ginger Timpone: Ginger was a long standing trustee. The family is discussing an idea for her memorial, as suggested by the Parish Council.

Old Business:

1. Family Room: The February 10-11 report was reviewed and Father Luke has responded to many of the questions.
2. St. Patrick's Survey: Mardia Bishop distributed data results. Response rate was excellent (461). Large majority of households are white with Hispanics as second largest. Only 2.6% are Congolese, but true numbers may not have been reflected due to language barrier. Nearly 1/2 are over 55 years old. There are more women than men. Sixty-six percent of households have no children. Among households with children, 37% have children in religious education. Thirty-nine percent have been members for more than 20 years. Fifteen percent of the respondents were not members of St. Patrick's. Sixty-three percent are active participants in committees or groups. Mass attendance seems consistent with Mass preference. The Priest was top reason given for church attendance. Limitations of the survey were identified and further analysis will be done. The Finance Committee may take a look at the church roster to determine its accuracy.
3. T-shirt sale: Several more companies will be contacted for a cost comparison for cotton polos and fleece garments in youth and adult sizes. Kathy Cimaskasky offered to help with this. The sale will be postponed until this fall.
4. Financial Report: Father Luke began the process early this year. He will meet with ministry circles. Father Luke interviewed Fr. Remm to determine use of unused educational fund. Ninety percent will be used for educational expenses and 10% will be re-invested.
5. Parish Groups: Parish Council members contacted parish groups and summarized survey questions, including number of members, mission statement, activities, and budget. Although a few were inactive, most were very active and contributed to the many needs of the Parish, such as food bank, quilts for the ill, Baptism garments, support for immigrants, religious education, eucharistic ministers, liturgical ministers to name a few.
6. Parish mission statement: The ministries contributed statements and the Parish Council will address the Prep questions for the March 15th meeting. Statements from the ministries included:

- a) Using God given talents to evangelize and strengthen community faith
- b) Educating the youth about our faith
- c) Serving God and giving thanks and praise
- d) Honoring God and continuing to grow in faith
- e) Welcoming others to the church and spreading the Word
- f) Spreading the Word through doing, saying and living it
- g) Nurturing and promoting Catholic faith
- h) Performing corporate works of mercy and keeping peace and justice alive
- i) Bringing in new members and bringing the gospel to our community
- j) Loving God by making friends
- k) Knowing Christ and making Christ known
- l) Uniting by common faith to respond against injustices; nurturing faith in action
- m) Providing fellowship
- n) Bringing Jesus Christ to all we encounter
- o) Providing spiritual home, spiritual support and care
- p) Spreading Christian values and the gospel

Next Meeting: Executive Council March 6, 2018
Parish Council March 23, 2018
Prayer Leader: Gary Wszalek

PARISH COUNCIL MINUTES
November 16, 2017

Members Present: Father Luke, Jack Parisi, Bruce Rogers, Kathy Cimasky, Janet Althaus, Mardia Bishop, Lynn Black, Gary Wszalek, Mary Hittmeier, Stephanie Daniels

Members Absent: Ginger Timpone, Jean Mboma, Rachael McMillan

Recorder: Morene Christman

The Parish Council from St. Patrick's met in the Sanctuary for prayer led by Stephanie Daniels and then in the St. Mark's classroom for the Council meeting. Kathy Cimasky called the Parish Council meeting to order.

The meeting minutes from October 19, 2017 were approved with corrections.

New Business

Father Luke suggested the Council consider what the mission of the parish is. The current mission statement was last reviewed in 1992. The parish is facing a unique situation which puts the old model in question.

**The number of priests in town has gone down; consequently, it is harder to replace a priest who may be gone.

**There is a need to engage people at a deeper level. The younger generation have a different vision.

This presents an opportunity to set a vision for the future, but it is not helpful to over reach. The vision and mission must match, using strategic planning and thinking.

The Council discussed what is working in the parish, what is broken, what's missing and what new ideas may be helpful.

Old Business

Jack Parisi attended a Welcome Meeting Nov. 5. The Welcome Team will be available at the Welcome Desk the first Sunday each month to hand out a church information packet. The Team requested collection envelopes and packets be available in the Welcome Desk drawer. It was suggested other groups might want to assist (i.e. eucharistic ministers, crew members).

Mardia Bishop reported on the Parish Council Family Room. The suggestion box is working. She will collect the suggestions, post and respond to the questions in a timely manner.

The new ministry reporting system is being utilized by the staff. The process is still a work in progress.

Lynn Black reported the T-shirt fundraiser will be postponed until Spring. There will be an update in January.

A parish survey will be inserted in the bulletin for 2 weeks, beginning Nov. 26 weekend. Gary Wszalek will help with Survey Monkey. The goal of the survey is to identify who our parishioners are and their needs.

Financial Report

Father Luke will post a report in the bulletin this weekend. Church expansion project costs, money raised, pledges, and debt will be summarized. There is hope that outstanding pledges will be paid. Three open forums are planned to address questions and project confidence in the financial strategy. After diligent work by Karen Barnes, Father Luke and the staff in gathering financial information, it was possible to do an audit this year. The projected budget is lower because of decreased staff.

Announcements

No Parish Council meeting in December, 2017

Advent Party Dec. 1, 2017 at 6:30 p.m., Mardia Bishop's home

Students will be doing a Welcome Video for the parish

Next Meeting: Executive Council Jan. 9, 2018

Parish Council Jan. 18, 2018

Prayer Leader: Kathy Cimasky

PARISH COUNCIL MINUTES

October 19, 2017

Members Present: Jack Parisi, Rachael McMillan, Bruce Rogers, Kathy Cimasky, Janet Althaus, Mardia Bishop, Lynn Black, Gary Wszalek, Father Luke

Members Absent: Ginger Timpone, Stephanie Daniels, Mary Hittmeier, Jean Mboma

Recorder: Mardia Bishop

The Parish Council from St Patrick's met in the Sanctuary for prayer led by Rachel McMillan; and, then in the St. Mark's classroom for the Council meeting.

Kathy Cimasky called the Parish Council Meeting to order at 6:48 pm.

Meeting Minutes from September 21 were approved with the change of adding Jean Mboma to the Members Absent list.

New Business

- 1) St. Patrick's does not have procedures in place for emergencies. This became apparent when someone was stuck in the elevator. After asking them, it was determined that other parishes in the area don't have emergency procedures in place either. Fr. Luke suggested we adapt the Newman Center's procedures and we will. The Emergency Procedure manual will be placed in a few TBD places around the church and halls.
- 2) The Christmas/Advent Party for Parish Council will be combined with the staff party and will be on Friday, Dec. 1, at Mardia Bishop's house. Kathy Cimasky will provide the main meat dish and everyone else will be encouraged to bring their favorite dish to share.
- 3) It was suggested that the parish provide an Angel Tree during the Advent Season. In the past an Angel Tree was done in which parishioners could take tags off a Christmas tree. The tags suggested presents for children in need. It was suggested that CREW and VIVO be in charge of the Angel Tree as one of their service projects.

Old Business

- 1) Welcome Desk Status – Mary Long is working with the Welcome Committee to assemble a welcome packet. They plan to conduct tours for new members and will probably host welcome meetings 3-4 times per year for new members. November 5th at 9 AM is the first Welcome Committee meeting.
- 2) The Council discussed the questions/comments made at the 10/15 after-Mass listening sessions with parishioners. The questions focused on: the absence of the Mary statue, upkeep of St. Mary's Cemetery, Fr. Luke's availability after office hours, the open bathroom door near the church's old main entrance, parish council election process, children's Mass changes, offertory baskets. Attached are the

questions and answers summarized by Gary Wszalek for publication in the church bulletin and InFocus.

3) The New Ministry Reporting System is a work in progress. The idea is to on a weekly basis have the staff input their activities, as well as the activities of the various church ministries. The staff is still working on finding the most effective document-sharing program.

4) The suggestion box is now available for use. It is on the Welcome Desk in the gathering space. A "suggestion box" title still needs to be placed on it.

5) Lynn Black updated the council on the potential fundraising activity of selling St. Patrick's t-shirts. After some discussion, the council decided that instead of ordering them for Christmas, we would order them for the St. Patrick's Day celebrations. This would allow more time to determine the graphics on the t-shirts, as well as if we should have buyers pre-order the shirts.

6) Kathy Cimasky, Janet Althaus, and Lynn Black developed a survey draft and asked for feedback from the council. The goal of the survey is to get a better idea of who are parishioners and their needs. After discussing the wording of some of the questions, Kathy said her committee would make revisions and present the survey draft at the next parish council meeting.

7) It was decided that the Q and A's from the after-Mass listening sessions would be published in both the bulletin and InFocus.

8) We agreed that the council needs to look at the bylaws and the process of staffing parish council, and we will do so later in the year. We agreed that we first needed to look at parish mission statement first and obtain the results from the parishioner survey.

9) Jack Parisi is continuing to update the results of the Time and Talent registrations. He is waiting to hear from several ministries.

Financial Report:

No report given was delayed due to the auditor cancelling a final meeting. The goal now is to distribute the report in November and establish Q and A forums for parishioners to attend. Both Fr. Luke and Bruce Rogers commended Karen Barnes for her outstanding work on the report.

Announcements:

Fr. Luke asked the council to begin reading the *Rebuilt* book. He suggested the book was a good way for us to see what is possible for our parish.

Next Meetings:

Executive Committee: November 7 at 6 pm
Parish Council: November 16 at 6:30 pm.

Meeting Adjourned: 8:00 p.m.

PARISH COUNCIL MINUTES

August 23, 2017

Members Present: Father Luke, Jack Parisi, Rachael McMillan, Bruce Rogers, Kathy Cimaskasky, Janet Althausser, Mardia Bishop, Mary Hittmeier, Gary Wszalek, Lynn Black, Stephanie Daniel

Members Absent: Ginger Timpone, Jean Mboma

Recorder: Morene Christman

The Parish Council from St. Patrick's met in the Sanctuary for prayer led by Mary Hittmeier; then in the St. Mark's classroom for the Council meeting.

Kathy Cimaskasky called the Parish Council meeting to order at 6:50 p.m.

The meeting minutes from June 15, 2017 were approved as written.

New Business

1) New Ministry Reporting System

The Parish Council is an advisory group to Father Luke. Approximately 10 years ago 6 circles of the Parish activities were developed. This year an electronic system is being developed to improve communication between the circles. The ministries will receive an invitation leading to a link to input information which will be emailed to all. This will bridge the communication gap between the staff and the ministries. Weekly inputting should be completed by noon on Friday.

2) Preparation/Challenge

- * Father Luke asked the Parish Council to complete a questionnaire, reflecting on how visitor friendly the Parish is. On-line information re: the Parish was in some cases unavailable, inaccurate or outdated. The exercise improved awareness
- * Obstacles to welcoming visitors included: confusing entrances, insufficient signage, no welcome desk, and not enough greeters.
- * The Council made suggestions to improve welcoming visitors, including taking an inventory of our signs, posting more signs, bigger sign for the elevator, directional signs leading to bathrooms from the sanctuary, posting Mass times on the north side of the building, posting "you are here" signs, adding greeters, adding ushers outside, providing parking lot escorts with umbrellas when raining, and creating a banner with the Parish logo.
- * A permanent welcome desk at the entrance would be helpful to answer questions, register new members, register new ministry volunteers, post sign-up sheets, provide donation envelopes. Getting children and families involved in welcoming was also discussed.
- * Providing Mass books in different languages for non-English speaking people, making a handout of the Homily, and having a sign language interpreter posted at the Mass would be helpful.
- * Reach out to Mary Long to determine how new visitors are welcomed by the welcome team.
- * Father Luke will set priorities and propose a budget. The more practical ideas will be addressed with the help of the Council.
- * Reflection for next meeting: Who are our members and are we representing them well?

3) Parish Council Member Visibility

Changing the perception of the Parish Council was discussed. Improving visibility by wearing name tags at Mass, announcing the availability of a Parish Council member at the end of Mass, and providing a suggestion box in the foyer for the Parish Council was discussed.

4) Mission Statement/Bylaws

Father Luke suggested we consider what defines the Parish; what sets us apart? Who should we be; what is our vision for the future? Mary Hittmeier suggested reviewing Joel Baker's "Power of Vision". The bylaws were last reviewed in 2012 and may need revision.

Old Business

1) **Time and Talent:** Jack Parisi asked for suggestions. Speakers at Mass helped bring awareness about each ministry. Tables were well received but arrangement was tight. Jack reviewed the process for the upcoming sign-up Sunday. Next year the Council may look at changing the process.

2) **Parish Council Retreat:** Father Luke summarized the retreat. The main discussion included defining the scope of the Parish Council, focusing on growth of the parish and representing the Parish, identifying the mission and vision of the Parish. Father Luke's goal this year is to do a system creation and make policies clear.

Announcements:

St Vincent de Paul Walk: Sept. 30; Parish Council members may form a team.

9 a.m. sign-up; 10 a.m. walk; meet at Anita Purves

Donations welcomed: money, canned food, laundry supplies

Susan Nagele: Aug 24; Main Hall in Parish Center 7 p.m.

Next Meeting: Executive Council Sept. 11 at 6 p.m.

Parish Council Sept. 21 at 6:30 p.m.

Prayer Leader Mardia Bishop

PARISH COUNCIL MINUTES

June 15, 2017

Members Present: Jack Parisi, Rachael McMillan, Bruce Rogers, Kathy Cimasky, Janet Althaus, Mardia Bishop, Lynn Black, Mary Hittmeier, Jean Mboma, Gary Wszalek, Father Luke

Members Absent: Ginger Timpone, Stephanie Daniels

Recorder: Mardia Bishop

The Parish Council from St Patrick's met in the Sanctuary for prayer led by Janet Althaus; and, then in the St. Mark's classroom for the Council meeting.

Kathy Cimasky called the Parish Council Meeting to order at 6:50 pm.

Meeting Minutes from May 25 were approved.

Introduction of Members:

Since this was Father Luke's first meeting, members introduced themselves.

St. Patrick's Calendar and Upcoming Events:

Upcoming events include welcome reception for Father Luke after each Mass this upcoming weekend (June 17 and 18).

The Parish Council was encouraged to attend the 10:00 Mass on June 18 for Father Luke's installation as pastor of St. Patrick's. Fr. Rayson, Vicar Forane for the Champaign Vicariate, will preside.

The Knights of Columbus will hold a pancake breakfast after 8:00 Mass on July 30.

Time and Talent Weekend will be the weekends of August 19th and 20th; August 26th and 27th.

Financial Report:

No report given.

Old Business:

Jack Parisi discussed Time and Talent weekends. He will need four volunteers per Mass to assist. Tables will be set up for ministries to promote themselves. Jack plans to promote a different circle in the bulletin each week before Time and Talent weekends.

New Business:

Retreat for Parish Council will lead by Fr. Luke. Date TBD.

Fr. Luke would like Parish Council to examine St. Pat's mission statement and update it since it was last updated in 1992.

Questions from a few parishioners regarding Mass times and the possibility of changing them was presented to the Council.

Ministry Reports:

Faith Development – no report. Jon McCoy out of town

Parish Community Life – no report. Stephanie Daniels out of town

Peace and Justice – Mary Hittmeier reported that Interfaith Outreach and Respect Life needed new leaders; and, further discussion is needed regarding the status of the ESL Ministry due to the split between St. Mary's and St. Pat's.

Stewardship – Bruce Rogers reported that St. Pat's was approximately \$50,000 short for its ADA target. Luis Cuza requested Parish Council improve communication when financial requests are made. Discussion followed indicating a need for a clarity of roles between Parish Council, Ministry leaders, and staff, and a clarity of communication channels. In January, Luis had requested \$10,000 (\$1000/month) for refugee assistance, but had not heard a response regarding his request. Bruce indicated that he thought Luis knew of the response (which was no due to a lack of funds), thus Bruce did not contact Luis with an official answer. Jack Parisi said he would follow up at the next Finance Committee meeting to find out where the proposal stood.

Worship – no report – Frank Gallo out of town. Lynn Black did comment that ushers were desperately needed at the 5:00 and 12:00 Masses.

Spiritual Enrichment – Rachel McMillan reported that Mary Lou Menches, leader of Centering Prayer and the Prayer Chain had a decrease in members; Returning Catholics planned to hold a meeting to address procedural modifications and an inservice training.

Announcements:

Knights of Columbus Pancake Breakfast, July 30 after 8:00 Mass.

Next Meetings:

Executive Committee: August 8th at 6 pm

Parish Council: August 23 at 6:30 pm.

Meeting Adjourned: 8:20 p.m.

PARISH COUNCIL MINUTES

May 25, 2017

Members Present: Jack Parisi, Rachael McMillan, Bruce Rogers, Kathy Cimakasky, Janet Althausser, Mardia Bishop, Stephanie Daniels, Lynn Black, Mary Hittmeier

Members Absent: Jean Mboma, Gary Wszalek, Ginger Timpone, Father Joe

Recorder: Kathy Cimakasky

The Parish Council from St Patrick's met in the Sanctuary for prayer and the in the St. Mark's classroom for the Council meeting.

Kathy Cimakasky called the Parish Council Meeting to order at 6:50 pm.

No Meeting Minutes were available for approval.

Introduction of Members:

Members present at the meeting introduced themselves.

St. Patrick's Calendar and Upcoming Events:

Name badges were passed out to the new members. Members are requested to wear their name badges at Parish functions.

Upcoming events included the farewell receptions for Father John on May 27th after the 5 pm Mass; Father Joe on June 3rd after the 5 pm Mass; there will be welcome receptions for Father Luke after each Mass the weekend of June 17th and 18th.

Time and Talent Weekend will be the weekends of August 19th and 20th; August 26th and 27th. More details will be available at the June 15th meeting.

Items for the New Year:

A schedule of Parish Council meetings for 2017-18 was distributed to each member.

A copy of the Parish Council Bylaws, and Responsibilities and Expectations of Parish Council members were also distributed.

A contact information sheet was passed around the table for each member to provide email address and phone number(s).
A sign up sheet for opening prayer was also distributed.

Financial Report:

No report given.

Old Business:

No old business was discussed.

New Business:

Discussion of Parish Council Membership to the 6 Ministry Circles was discussed.

Faith Development

Janet Althaus, Jean Mboma

Stewardship

Gary Wszalek

Peace and Justice

Mary Hittmeier

Parish Community Life

Stephanie Daniels

Spiritual Enrichment

Rachael McMillan

Worship

Lynn Black

Ministry Reports:

No Ministry reports were made at this meeting.

Announcements:

One announcement was made by Luis Cuza regarding the CUFAIR June meeting on June 3rd from 2 to 4 pm. There was a flyer distributed by Luis.

Next Meetings:

Executive Committee: June 15th 6 pm?

Parish Council: June 15th at 6:30 pm.